


CONFIDENTIALIndex of Forms (Agency Series) Under the Jurisdiction  
of or Used Primarily by the Office of Personnel

Status	Form No.	Title or Description	Office of Primary Interest	Est. Monthly Usage	Old Form No.
(C)	21	Final Payment Clearance Sheet	PAD		34-25X1A 30
cfr	23	Consultant Qualification Code Sheet	PAD		-----
cfr	37	Record of Destroyed Applicant File	RSD		-----
cfr	38	Contact Letter Control	RSD		37-162
S	45 (Part I)	Fitness Report - Performance	Agency-wide		37-189
S	45 (Part II)	Fitness Report - Potential	Agency-wide		37-189
S(C)	45a	Field Transmittal - Fitness Report	Agency-wide		-----
cfr	61	Current Residence & Dependency Report	RSD-BCD		37-79
cfr	80	Employee Summary Worksheet	PAD		37-148
cfr	80a	Follow-Up Interview Report	PAD		37-148a
cfr	80b	Follow-Up Interview Control	PAD		-----
cfr	81	Record of Inquiry & Action Taken	RSD		37-177
cfr	87	No printed title - Field Reject Card	PPD-RSD		37-147
cfr	105	No printed title - Official Action Hold or Suspense	RSD		37-197
(C)	152	Insurance Application Attachment	BCD		37-191

## Key to Status Code:

- (C) - classified BEFORE completion  
 cfr - supply kept in central forms room (158 Curie Hall)  
 S - Agency stock item - available from Building Supply Room  
 D - supply kept by Division or Office of primary interest

(Effective: 1 February 1957)

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cfr	153	Authorization for Payroll Deduction	BCD	_____
cfr	153a	Memorandum of Understanding	BCD	_____
cfr	171	Notice of Creditable Service	RSD	37-157
S	182	Report of Interview	PPD	37-117
cfr	182a	VITA (special "Report of Interview")	PPD	_____
cfr	182b	Clerical & Communications Report of Interview	PPD	_____
cfr	190	Report of Academic Recruitment	PPD	37-187
cfr	192	Daily Log of Personnel Actions	PED	37-79
cfr	193	Qualifications Supplement - PHS	PAD	_____
S	198	Certified Request for Loan - Official Personnel Folder	RSD	37-174A
D	198a	Certified Report of Transfer - Official Personnel Folder	RSD	37-174
D	198b	No printed title - Charge Envelope - Official Personnel Folder	RSD	_____
D	198c	No printed title - Transmittal Envelope Official Personnel Folder		_____
S (C)	202	Field Reassignment Questionnaire	PAD - Agency wide	<u>25X1A</u>
S (C)	204	Contract Information & Check List	CFD	_____

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cfr	230	Travel Order & Documentation Record	RSD	(500)	37-203
S	259	Medical Action Request & Report	Joint MS-OP form	(2,500)	37-169
S	260	Record of Transportation	RSD	(500 sets)	36-154
cfr	261	T/O Change Authorization	PED	(2,500)	30-25
cfr	270	Secrecy Agreement	PPD	(500)	37-135
D	271	Employee's Notice of Injury & Original Claim for Compensation and Medical Treatment	BCD	Pending	C.A. 1
D	272	Official Superior's Report of Injury	BCD	Pending	C.A. 2
D	274	Employee's Claim for Compensation on Account of Injury	BCD	Pending	C.A. 4
cfr	278	Memorandum of Understanding Regarding Military Service Obligation	PPD	(200)	-----
cfr	316	Refund of Lump Sum Payment	RSD	(30)	-----
D	318	Prospective Clerical Personnel	PPD	Inactive	-----
cfr	334	Contract Control	CPD	(300)	33-40
cfr	354	Housing Application	RSD	(30)	37-184
cfr	364	Placement Control Card	PAD	(300)	37-93 & 37-94
S	377	Request for Security Clearance	RSD	(400 sets)	37-104
cfr	378	Request for Correspondence or Interview	PAD-PPD-RSD	(100)	37-131

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cfr	379	Report of Injury	BCD	(100)	-----
cfr	380	Travel Processing Follow-Up Record	RSD	(250)	-----
cfr	382	Report of Honor Awards Board	DD/Pers/PD	(50-100)	37-176
S	387	Position Description	PED - Agency wide	(2,500)	37-178 & SF-75
cfr	387a	Position Description (Hectograph & Ditto Masters)	PED	(30)	-----
cfr	415	Personal Service Contract	RSD	(100)	37-53
cfr	437	Central Processing Control	RSD	(500)	37-180
S	439	Control Card (DD/P Area)	PAD	(500)	-----
§D	444	Personal History Statement	Joint OP-CS form	(3,400)	38-1
D	444b	Periodic Supplement - Personnel History Statement	PAD	(1,000)	275
cfr	451	Field Referral Record	PPD	(200)	37-143
D	454	Application for Attendance at Personnel Lecture Series	OD/Pers	(800 annual)	-----
D	454a	Attendance Record - Personnel Lecture Series	OD/Pers	(200 annual)	-----
cfr	464	Daily Security Report	RSD	(250)	37-67
S	478	Bulletin Board Notice	RSD - Agency wide	(300)	37-199
S	491	Request for Indices Check	Joint OP-CS form	(150 sets)	37-88

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cfr	503	Justification for Consultant	RSD	(1,000 annual)	37-195
cfr	511	Notification of Membership in the Career Staff	DD/Pers/PD	(500)	_____
cfr	536	Military Status Questionnaire	RSD	(250)	37-82
cfr	537	Request for Qualifications Register Analysis	PAD	(80)	37-198
D	548	Recruitment Activity Cost Analysis Record	PPD	(15)	_____
S	560	Periodic Step Increase Certification	RSD & MRD	(700 sets)	_____
S	560a	Periodic Step Increase Authentication (Confidential Funds)	RSD & MRD	(400 sets)	_____
S	560b	Periodic Step Increase Authentication (Vouchered Funds)	RSD & MRD	(300 sets)	_____
D	560c	Periodic Step Increase Code Sheet	RSD	(700)	_____
S	570	Request for Pre-Employment Medical Evaluation	RSD	(400 sets)	37-163
(C)	575	Selective Service Action Request	PAD	(100)	37-95
cfr	575a	Selective Service Record	PAD	(100)	37-124
cfr	580	Housing Record	RSD	(75)	37-185 & 37-186
D	584	No printed title - Keyman Report - CIA Savings Bond Committee	RSD	(6,000 annual)	_____
cfr	603	In- and Out-Casual Status Record	RSD	(3,000)	37-200


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cfrr	611	Secrecy Agreement (Contract Type)	DD/P Area	(125)	_____
S	626	Entrance-on-Duty Notice	RSD	(500)	37-114
S	639	Cancellation of Applicant Processing	RSD	(250 sets)	37-129
S	642	Personnel Information Card	Agency wide		_____
cfr	650	Locator Card - Lead/Source Index	PPD	(100)	37-146A
cfr	699	Employee Qualification Code Sheet	PAD	(300)	37-150
cfr	699a	Applicant Qualification Code Sheet	PAD	(300)	37-150A
cfr	723a	Career Service Board Record	PAD	(200)	37-160
D	739	Pledge & Payment Record - Consolidated Charities Fund	RSD	_____	_____
D	740	Keyman's Campaign Report - Consolidated Charities Fund	RSD	_____	_____
cfr	765	Lead/Source Data Record	PPD	(60)	37-118 & 37-146
cfr	785	Shipping Data	RSD	(500)	37-91
(C) D	793	Foreign Residence Agreement	RSD	PENDING	_____
S	797	Insurance Questionnaire	RSD & BCD	(350 sets)	37-190
D	798	Personnel Action Routing Sheet	RSD	(3,500)	82, 578 & 37-126
D	798a	Personnel Action Routing Sheet (special handling)	RSD	Inactive	_____
cfr	798b	Personnel Action Control	RSD	(3,500)	578a

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S (C)	819	Application For & Grant of Education Allowance	Agency wide	—	—
cfr	835	Appointment Processing Record	RSD	(400)	37-128
cfr	835a	Appointment Tab Control	RSD	(400)	37-127
cfr	858	JOT Recruitment Activity Record	PPD	(50)	—
cfr	866	Certificate of Proficiency	PPD	(500)	—
cfr	878	Transportation Requested	RSD	(30)	—
cfr	878a	Transportation Offered	RSD	(30)	—
cfr	887	Interim Assignment Record	PAD	(200)	—
cfr	894	Employment Information	PPD	(800)	—
cfr	897	PED Activity Report	PED	(200)	—
cfr	901	Casualty/Emergency Report	BCD	(40)	—
D	903	Serial Number List	OD/Pers	(10)	—
D	903a	Classification List	OD/Pers	(10)	—
<del>cfr</del>	<del>911</del>	<del>No printed title - Agreement on Conditions of Employment &amp; O/S Service (at EOD)</del>	<del>RSD</del>		<del>51-104-0</del> <del>51-105</del>
cfr	911a	Travel Agreement by Staff Employees Assigned to Permanent Duty Station Outside Continental United States	RSD		525X1A 59-104
cfr	916	Clerical Source Record	PPD	(500)	—
(C) D	934	Designation of Security Monitor	RSD	(200 annual)	—

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D	944	Quick Qualifying Quiz	PPD	(100)	_____
cfr	950	Outgoing Correspondence Review	RSD - Agency wide	(300)	_____
S	971	Report of Separation	PAD	(250 sets)	37-154
cfr	975	Prospect Referral	PPD	(300)	37-149
cfr	978	Military Status Card	MPD	(250)	37-144
cfr	983	No printed title - Letter of Availability	PPD	(100)	37-112
cfr	989	Applicant Locator	PAD	(Variable)	_____
D	1013b	No printed title - Agency Status of Tables of Organization	RSD	(35)	1013 & 1013a (inactive only)
S	1030	Career Preference Outlines	Agency wide	(500 sets)	_____
cfr	1033	Application (sterile brief)	PPD	(200)	_____
cfr	1033a	No printed title - Communications Personnel Application Brief	PPD	(300)	_____
D	1041	Compensation & Claims Record	BCD	( )	_____
D	1067	Summary of Military Separations - By Number and Pay Grade (ditto master)	MPD	(6)	_____
D	1067a	Summary of Military Separations - By Attitude Factors Toward CIA Assignment (ditto master)	MPD	(6)	_____
cfr	1072	Morning Report Data - Army	MPD	(50)	37-87

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cfr	1076	Notice of Official Disability Claim File	BCD - RSD	(60)	_____
D	1078	Personnel Requisition Inventory Card (Multilith-Duplimat Master)	PPD	(10)	37-92
cfr (D)	1080*	Biographic Profile	DD/Pers/PD	(1,200)	277
D	1080a*	Biographic Profile Control	MRD - PAD	( )	_____
D	1080b*	Biographic Profile Testing Record - Pink (for control deck)	MRD - PAD	( )	_____
D	1080c*	Biographic Profile Testing Record - Yellow (for OTR record)	MRD - OTR	( )	_____
cfr	1102	Statement of Mobilization Preference	DD/Pers/PD	(100)	_____
cfr	1126	Claim for Dependent Medical Care	BCD	(100)	_____
cfr	1145	Record of Individual Donor - Blood Donor Program	RSD	(150)	_____
D (C)	1148	Case Analysis of Employment Record	DD/Pers/PD	(150)	_____
	1150	Notification of Personnel Action	RSD	(PENDING)	SF-50
	1150a	Notification of Personnel Action - Confidential Funds	RSD	(PENDING)	SF-50 ("CF" over- print)
	1152	Request for Personnel Action	RSD	(PENDING)	SF-52
cfr	1163	No printed title - Congressional Cover Sheet	RSD	(40)	_____

\* To be redesignated # 1200, # 1200a, # 1200b, # 1200c

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cfr	1200	Biographic Profile (Parts I & II)	DD/Pers/PD	PENDING	To replace Form 1080
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INDEX OF STANDARD FORMS (Federal) UNDER THE  
JURISDICTION OF OR USED PRIMARILY BY THE OFFICE OF PERSONNEL

<u>Status</u>	<u>Form No.</u>	<u>Title or Description</u>	<u>Office of Primary Interest</u>	<u>Est. Monthly Usage</u>	<u>Agency Stock Number</u>
S	SF-7	Service Record Card	RSD	(1,500)	7/7530-005-2905
S	SF-7D	Position Identification Strip	RSD	(5,800)	7/7530-251-0650
S	SF-8	Notice to Federal Employee About Unemployment Compensation	PAD	(150)	7/7530-005-6685
cfr	SF-8	(Overprinted with Agency Identification) Notice to Federal Employee About Unemployment Compensation	PAD	(150)	N.A.
S	SF-50	Notification of Personnel Action	RSD	(4,000)	7/7530-220-7853
D	SF-50	(Confidential Funds Overprint) Notification of Personnel Action	RSD	(750 sets)	N.A.
D	SF-51	Request for Insurance	RSD	(15)	N.A.
S	SF-52	Request for Personnel Action	RSD - Agency wide	(14,000)	7/7530-251-0651
	SF-53	Waiver of Life Insurance Coverage - FEGLIP	RSD	(100)	7/7530-005-5997
S	SF-54	Designation of Beneficiary - FEGLIP	RSD	(100)	7/7530-005-5811
cfr	SF-55	Notice of Conversion Privilege - FEGLIP	PAD - RSD	(150)	N.A.
cfr	SF-56	Agency Certification of Insurance Status - FEGLIP	PAD - RSD	(75)	N.A.
S	SF-57	Application for Federal Employment	Agency wide	(750)	7/7530-251-0648

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S	SF-58	Experience and Qualifications Sheet (continuation of SF-57)	Agency wide	(600)	7/7530-251-0649
S	SF-61	Appointment Affidavits (Rev. 3/56)	RSD	(300)	7/7530-251-0655
S	SF-89	Report of Medical History	RSD - PPD - PAD	(1,200)	7/7530-220-7199
S	SF-105	Certificate of Membership - CSC Retirement System (Rev. 11/56)	RSD	(300)	7/7530-220-7516
S	SF-113	Monthly Report of Federal Civilian Employment	RSD	(6)	7/7530-247-2306
D	SF-116	Application for Transportation of Household Goods	RSD	(300)	N.A.
D	SF-117	Inventory of Household Goods	RSD	(500)	N.A.
D	SF-127	Request for Official Personnel Folder	RSD	(100)	N.A.
S	SF-144	Statement of Prior Federal and Military Service and Determination of Competitive Status	RSD	(500)	7/7530-005-2891
S	SF-1150	Record of Leave Data Transferred	RSD	(100)	7/7530-251-0843
S	SF-1152	Designation of Beneficiary (Unpaid Compensation)	RSD	(100)	7/7530-005-2895
S	SF-1153	Claim of Designated Beneficiary and/or Surviving Spouse - Unpaid Compensation of Deceased Civilian Employee	RSD - BCD	(10)	7/7530-251-0840
S	SF-1154	Public Voucher - Unpaid Compensation Due a Deceased Civilian Employee	BCD	(10)	7/7530-251-0846
S	SF-1155	Claim for Unpaid Compensation of Deceased Civilian Employee - No Desig- nated Beneficiary or Surviving Spouse	BCD	(5)	7/7530-251-0811

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D	SF-1169	The United States of America Transportation Request	RSD	(50)	N.A.
cfr(S)	SF-2800	Application for Death Benefits - CS Retirement System	BCD	(30)	7/7530-634-4249
cfr	SF-2801	Application for Retirement - CS Retire- ment System	BCD	(30)	7/7530-634-4250
	SF-2802	Application for Refund of Retirement Deductions	PAD	(150)	7/7530-251-3478
S	SF-2803	Application for Service Credit - CS Retirement System	BCD	(125)	7/7530-005-1917
cfr	SF-2804	Election to Make Voluntary Contributions - CS Retirement System	BCD	(10)	N.A.
S	SF-2806	Individual Retirement Record	RSD	(200)	7/7530-251-0814
S	SF-2807	Register of Separations and Transfers - CS Retirement System	BCD	(5)	7/7530-251-0817
S	SF-2808	Designation of Beneficiary; Change, Revocation of Beneficiary	RSD - BCD	(100)	7/7530-251-0815

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